

DRAFT Minutes: Subject to Committee Approval

Advisory Committee on Space Allocation & Design -- Annex Room 204 - November 6, 2008

The meeting was called to order at 2:10 pm by Senator Joe Stegner, co-chair. Present were Senators Geddes, Cameron and Werk; and Representatives Denney, Black and Jaquet. Absent was Representative Bedke. Also present were Tim Mason, Jan Frew and Kelly Berard, Division of Public Works; Mike Gwartney, Dept. of Administration; Dave Davies and John Maulin, CSHQA; Eric Milstead, Jeff Youtz and Robyn Lockett, Legislative Services Office; Ken Swanson and Michelle Lynch, Idaho State Historical Society; Jeff Tucker, Idaho Public Television; Sue Frieders, Georgia Marshall, Bonnie Alexander and Terri Franks-Smith, Idaho House of Representatives; and Mary Sue Jones, Sarah Jane McDonald and Jeannine Wood, Idaho Senate.

Senator Stegner welcomed the Committee and asked them to review the minutes from the previous meeting. Rep. Jaquet moved to approve the minutes from May 8, 2008. The motion was seconded by Senator Cameron. The ayes had it and the minutes were approved.

Jan Frew opened by providing an update on the Capitol Restoration Project since the Committee met six months ago:

- Windows - There will be new double-pane windows in most locations, including new side sashes. The chains in the side pockets will also be replaced. The upper windows will be fixed in place. Additionally, new louvers will be installed in the domed area.
- Lighting – New bulbs will be installed throughout the building, as well as new wiring and new sockets. All of the lantern lights will be restored and the urns will get new lights. The historic and replicated fixtures are up in the mock-up room (former Senate Caucus Room – 3rd Floor) and will also go up in other prominent locations.
- HVAC – Fan coil units are installed in many rooms. They are encased in new wood cabinets under the windows. All of the ductwork is complete on the 3rd and 4th floors.
- Electrical – All new electrical work has been incorporated into the building. The 3rd and 4th floors are nearly complete.
- Finishes – Plaster ceiling, cornices, and walls are up in the 4th floor. The wood finishing work is moving along well and the scagliola throughout the building is almost complete. Framing is in progress on the 2nd, 1st, and wing levels.
- Misc. – The sandstone structures near State Street are exhaust structures for the wings. The sandstone is coming from Table Rock quarry, but it's a bit more yellow in color since it's coming from a different place in the mountain. Additionally, the Capitol Building has aged over time, so finding an exact sandstone match is impossible. Two hundred workers a day are involved in the construction project.

The Pro Tem asked Ms. Frew to explain where the project stands on schedule and cost issues. Ms. Frew responded that the project management team meets weekly. The construction is 26 days behind schedule, but they're slowly making up those days and still intend to complete the project by mid-November 2009. The discovery of distemper paint slowed things down. Extensive scraping and removal had to take place. As for costs: the project is still within the budget of \$120 million and has a contingency amount of \$2.5 million available to cover unexpected costs, from which the distemper paint costs will be covered.

Representative Jaquet asked Ms. Frew about the recent water damage. Ms. Frew said that some water damage occurred when they were testing the hydronic systems. Meanwhile, the mechanical contractor had left a valve open after an air test. Fifty gallons of water went through this open valve on the 4th floor and down through the rest of the buss duct system. It was an oversight and the damage costs will be covered by a building risk fund. At this point, there is no schedule impact.

Jeff Youtz responded further to the Pro Tem's question about schedule by stating that furniture and equipment may be able to be moved in as certain areas are finished to ease the logistical time crunch that we'll be under once construction is complete. Senator Stegner noted that a major purpose of the Utah trip was to learn from their renovation and move so that we're better aware of the challenges we face on our project. Representative Jaquet liked the way that Utah tackled building maintenance concerns once they moved back into the Capitol. Utah set up a system that allowed building tenants to contact maintenance staff and each issue was tackled as the concern came in. Ms. Frew mentioned that Idaho has a system like that now where you can email the maintenance staff from the Dept. of Public Works homepage. Ms. Frew said that DPW will most likely extend that service in 2010 to effectively handle maintenance concerns.

Senator Stegener suggested that areas of the Capitol be sealed off once the new furniture is installed in order to protect the furniture.

Senator Cameron suggested that we ought to be cautious about moving in too soon, as we need to focus on getting the construction complete prior to occupancy.

Ms. Frew reminded the Committee that the Division of Building Safety and the Fire Marshal must provide clearance before people are allowed in.

Senator Cameron asked if there is an option to delay the start date of the 2010 Session in order to have more time to move furniture and complete construction. Mr. Youtz responded that he remains optimistic that the schedule is still workable, but the Legislature could decide to convene as required by statute, then recess for a certain period to buy more time. The Legislature took this approach in different circumstances when Pro Tem Twigg passed away in 2000 right before the session.

Ms. Frew completed her comments by telling the Committee that some landscaping above the wings may begin as early as next week. The sprinkler lines are currently being installed.

Senator Stegner started a discussion of garden level space allocation, noting that we're getting into details now and focusing on specific areas. By moving the Information Center from the third floor down to the Garden Level, the Committee has opened dialogue regarding the garden level space. Senator Stegner stated that a "sorry" is probably owed to the architects for the Committee being late in discussing these issues. However, the trip to Salt Lake City, and the resulting discussion in our committee about visitor services in our own Garden Level including the information center, the desire to have a welcome room and gift shop and whether a concession stand is necessary, all require some late decisions at this point to do the right thing. Discussion of the shared dining room in the west wing is also now key to how the Garden Level gets modified. Senator Stegner said the Committee ought to now consider the use and access of the dining room space as that will affect whether or not the concession stand stays in the Garden Level, or whether it is deleted in order to save money and consolidate food/drink services. Senator Stegner stated he thinks that the dining room should be open to the general public and consequently, the concession stand should be deleted.

Mr. Youtz stated that there will be two new north staircases into the Garden Level, and a concession stand could detract from the aesthetics of those grand staircases. To delete the concession stand

would also save \$20,000 and this could off-set the cost to add a gift shop to the SE corner of the rotunda, making a nice, uniform space for the public to flow into at the Jefferson Street entrance. The concession stand is already plumbed in and could always be added in the future. Mr. Youtz emphasized the need for the Committee to make a decision on the Garden Level space allocation today.

Discussion regarding the use of the dining room space continued. The Committee talked about whether it should be open year round or during the session only; and whether it should serve hot lunches year-round, or sandwiches and soda only during the interim. There was also discussion of the statute surrounding the Idaho Blind Commission's tradition of running the state's food services. Senator Stegner noted that other states use private contractors in their dining rooms like Marriott, Sodexo, etc.

Rep. Jaquet stated that having one shared House/Senate dining room, as opposed to separate kitchens, will be a major cultural change for the legislature. She stated that breakfast and lunchtime have always been a nice time to casually visit with the other legislators. Furthermore, Rep. Jaquet said that in Utah they had twice weekly caucus lunches that offered a chance to catch up with the other legislators. Rep. Jaquet is leaning towards an open dining room with the option for caucus lunches.

The Pro Tem also noted that the culture will be different in the renovated building, but that it was becoming very difficult to maintain the Senate kitchen, and presumably in the House kitchen as well. It was difficult to find a cook who was willing to work for a low wage, plus the kitchens probably didn't meet safety or health codes. The concession stand is a one-time cost saver, but it's also a permanent cost saver too because of on-going staffing and maintenance costs that can be saved. The Pro Tem supports the idea to consolidate all food service into one location in the dining room and to look for a professional food provider. He stated that it's an inviting and welcoming gesture to the public. He supports Senator Stegner's recommendation to modify the garden level as presented. Additionally, there will be lots of other spaces available for small group or impromptu lunch meetings.

Senator Werk emphasized that it's valuable to sit and eat together as legislative members and that sharing space may actually enhance the workability of members from both the House and the Senate. He has concerns either way.

Senator Cameron has hesitations either way too and summarized that this discussion may be better served by a group other than the Space Allocation Committee.

Mr. Youtz said that the committee needs to make a decision either way on the following items: whether or not to keep the concessions stand in the garden level rotunda and whether to incorporate a welcome room and a gift shop in the garden level. The remaining items can be analyzed and decided upon at a future date.

Rep. Jaquet asked the architect to provide some feedback.

John Maulin responded by saying that the dining room capacity, as drawn, is about 105 people. If you want to operate a year-round fully functional commercial kitchen, the legislature will need to hire a consistent vendor who can provide food and an environment that would meet the Central District Health standards. Additionally, he likes the idea of deleting the concessions counter and doesn't feel it is aesthetically appropriate for the garden level rotunda space.

Rep. Black has concerns that a public dining room may get overcrowded during the session and it may not be good to compete with the cafeteria that is currently housed in the tunnel.

Senator Werk said that he is beginning to hear consensus that this group would like to move forward with the Garden Level modification concept as outlined by Senator Stegner. Senator Werk made a motion that the committee accept the garden level concept as outlined to specifically include elimination of the concessions stand, the inclusion of a welcome room, the inclusion of an information desk, the inclusion of a gift shop, and the inclusion of a bill room/phone operator concept and utilization of space.

Senator Cameron seconded the motion. Discussion of the motion continued.

Jeannine Wood said that she has concerns with noise with several people occupying a single space in the bill room/phone operator space.

Mr. Youtz responded that the bill room concept is evolving and that technology is moving forward to accommodate a more paperless distribution of bills. The House and Senate may be looking towards a “print on demand” concept in the near future.

Sarah Jane McDonald stated that paper copies are still much needed in some instances and that we’re still a ways from being completely paperless.

Ms. Frew said that schedule and space are an issue and that the project is at a critical point. The committee needs to remember that any changes they make will have time and cost implications. The project team is trying to respond to the committee’s request and concerns because she sees merit in trying to resolve the garden level issues, but we need a decision today.

Mr. Youtz asked Mike Gwartney if he was comfortable with moving forward with the proposed changes.

Mr. Gwartney said that he’s not comfortable with any changes to the project, but he does understand the reasons for the change and respects what the committee is trying to accomplish. The committee has to realize that we are all challenged by the \$120 million budget and the time restraints.

Senator Steger noted that the legislature has statutory control of the management of this space and will make changes as they are needed, it is just a matter of whether or not the changes come as a result of the current renovation project, or as changes in one or two years. He said those who visited the Utah State Capitol Building saw the value these proposed modifications will bring, including their potential as revenue sources.

The Pro Tem said that it only makes sense that we’ll have to continue and modify spaces in the future, but for now, let’s get the project as close as we can to a workable, functioning building. While in Albany, NY, he visited the Capitol and noticed that their gift shop showed a sense of pride to state visitors. Plus, the welcome room will be a nice touch and is a great idea. He likes the approach as outlined by Senator Stenger and noted that there is a motion on the table.

The committee voted on the motion as stated previously by Senator Werk. The motion carried.

Rep. Jaquet asked Mr. Youtz to send a letter to the Blind Commission informing them that the concession counter was eliminated. The Pro Tem also asked Mr. Youtz to look at legislation changes for 2009 regarding the Blind Commission’s jurisdiction over food serves.

Mr. Youtz said the legislature can exempt the state capitol from the Randolph-Sheppard Act if they so desire.

The committee began discussion of the ceiling-mounted projectors and display technology within the committee hearing rooms. They also discussed the desire to see manual clip-on agenda boards outside each committee hearing room like they saw in Utah. Mr. Maulin said that the manual agenda boards will cover electrical/data outlets so that electronic boards can be easily added in the future. He added that the screens and projectors are currently located to best utilize the ceiling space, duct work, and good visibility by the public and the legislators. They should work out well. He recommends the committee move forward with electric drop down screens and ceiling-mounted projectors.

Senator Cameron made a motion to adopt the use of projectors and drop down screens in the hearing rooms, rather than flat screen monitors that had been discussed previously.

Speaker Denney seconded the motion and the motion carried.

The committee then began discussion of the dais desks for the hearing rooms. Mr. Youtz stated that the desk will be hard wired for power and network plug-ins on the desk top for those who wish to use their laptop during the meetings. The JFAC room is an exception because there is no way to adequately use projectors in that room, so they will be using flat screens, very much like the room functioned in years past.

Senator Cameron said that JFAC should use laptops only and not desk-mounted monitors.

Mr. Youtz agreed and said that the existing desks may need to be modified with a wood inlay to make the desk surfaces flat.

Rep. Jaquet gave a brief update on the capitol furnishings portion of the project. She explained that funding to purchase new furniture, draperies, dining room equipment, and audio/visual equipment is coming from a \$5.1 million appropriation. A Furniture Review Team has met twice to review the actual chairs and desks being considered for purchase. The Review Team offered suggestions and input to Robyn Lockett and Kelly Berard. They have taken that feedback into consideration and the result is the furniture selections shown on the attached handout.

The committee discussed the existing chamber chairs and whether or not they should reuse them. Mr. Youtz explained that by reusing the chairs, the committee can save about \$1,200 per chair. Rep. Jaquet made a motion to reuse the existing chairs and the Pro Tem seconded the motion. The ayes had it and the motion carried.

Rep. Jaquet made another motion to approve the recommended "suite" of furniture as presented. Rep. Black seconded that motion. Senator Stegner added that all of the offices will be outfitted with consistent furniture. The intent is that the furniture is provided for the job position, and not for any individual person, so it's important that it not be moved around. Furthermore, the Senate intends to provide all committee chairmen and their secretaries a permanent office location based on their committee assignment, not on seniority. This will increase the life expectancy of the furniture because it won't be moved every two years.

Senator Stenger noted that there is a motion on the table and asked for a vote. The ayes had it and the motion, as stated by Rep. Jaquet, carried.

Mr. Youtz told the committee that there was one more action item on the agenda. The committee should decide if they want to reuse the existing frames for the legislative portraits or order new frames and standardize them.

Rep. Black said that he doesn't see the need to create a "new antique" and likes the charm of the original frames. Senator Stegner likes the idea of continuity and likeness and supports a standardized approach in regards to the frames.

Ken Swanson explained that the framed legislator portraits have always lined the House and Senate hallways on the 3rd and 4th floor. The Historical Society is recommending the current headshots be digitized, then preserved in a climate controlled environment because many are "ghosting" or fading away. They also recommend that the frames be standardized in size and color to ensure there is plenty of room to add more framed pictures in the future.

Discussion continued about where the portraits should be displayed once they return to the renovated Capitol. The 3rd and 4th floor Chamber hallways are being redesigned with curtains, so they can no longer hang portraits in that space. Senator Stegner and the Pro Tem don't like the idea of hanging portraits in private spaces because they are not readily accessible to the public. Senator Cameron said that other capitol buildings have their caucus rooms unlocked so the public would be able to see the portraits in those rooms.

Rep. Jaquet mentioned that she is on the Arts & Culture subcommittee of the Capitol Commission and that committee is talking about having rotating art in the garden level/wings hallway, as well as hanging prints from the Historical Society's photography archives in the committee hearing rooms. She then said that maybe the legislative portraits should go in the garden level/wings hallway and some of the older portraits could still go upstairs.

Mr. Youtz said that the Plein Air artists of Idaho have been contacted and are willing to provide art for the Capitol. He suggested that their art could be temporarily displayed in the 3rd Floor Public Lounge and in Statuary Hall, but that the legislature can decide that at a future date because they will be managing those spaces.

Terri Franks-Smith said that during the interim, she and Mary Sue Jones often find themselves helping capitol visitors find their ancestor's portraits. They are willing to help, but the portraits should be better organized and readily available to the public. Additionally, she needs to know how the portraits will be standardized into the future because she is sending the 2009 portrait bid out soon. Ms. Jones suggested that the portraits be hung in the garden level/wings hallway in chronological order as well so that they can be found more readily.

The Pro Tem stated that it may be too hard to standardize the historical portraits because there are so many different sizes and many are so unique. Discussion continued and Senator Werk reminded that committee that they do need to make a decision on the frames today and that he likes the "uniform look." Senator Stegner thinks it may be a good idea to hang all the portraits in garden level/wings hallway.

Rep. Jaquet made a motion to proceed with the option to use a uniform frame style, but that the portraits can be different sizes because of the variety and incongruities of the older portraits. The motion was seconded by Senator Werk. The Pro Tem made a substitute motion to reuse the historical frames in order to maintain the original integrity of each portrait. The committee voted and Senator Stegner broke the tie, the motion failed. The committee then voted on the original motion as stated by Rep. Jaquet to use a uniform frame style and the motion carried with four ayes and three nays.

The Committee adjourned at 5:30 pm. No future meeting dates were scheduled.

Minutes prepared by Robyn Lockett
11/17/08